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CENTRAL INTELLIGENCE AGENCY Washington, D. C.

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ADMINISTRATIVE INSTRUCTION NO.

25 May 1949

SUBJECT: Efficiency Reports on Military Officers.

- l. Efficiency reports will be submitted on military officers on duty with Central Intelligence Agency in accordance with the applicable regulations of the appropriate military service in each case where the assignment status permits.
- 2. Those cases where the immediate superior of the officer concerned is not a commissioned officer of the National Military Establishment will be handled as indicated below:
 - a. The senior officer of the military service concerned on duty with a CIA Office or Staff Section will prepare efficiency reports on junior officers of his service assigned to the same Office or Staff Section, obtaining the necessary basis for such reports from the immediate superior of the officer reported on and the Assistant Director or Staff Chief.
 - b. If no senior officer of the same service as the officer report on is assigned to the office or Staff Section concerned, efficiency reports will be prepared by the senior officer of the National Military Establishment assigned to such Office or Staff Section, obtaining the necessary basis in the manner indicated in "a" above.
 - c. If no senior officer of the National Military Establishment is available and eligible, efficiency reports will be prepared by the CIA Executive or the Director.
- 3. The Commanding Officer of the CIA Military Detachment is charged with responsibility for maintaining appropriate records to insure that efficiency reports are prepared and submitted at the proper times and in accordance with appropriate regulations. His office will be the channel of submission of efficiency reports to the appropriate service of the Nation Military Establishment.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Captain, USN Executive

DISTRIBUTION: A.

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Approved For Release 2001/08/02: CIA-RDP81-00728R000100010032-8

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ROUTING AND REGORD SHEET

INSTRUCTIONS: Officer designations (see separate sheet) should be used in the "To" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "To" column. Each officer should initial (check mark insufficient) before further routing. This Record and Routing Sheet should be returned to Registry.

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CENTRAL INTELLIGENCE AGENCY Washington, D. C.

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ADMINISTRATIVE INSTRUCTION NO.

1 July 1949

SUBJECT: Efficiency Reports on Military Officers.

STATINTL

RESCISSION: Administrative Instruction dated 25 May 1949, subject: Efficiency Reports on Military Officers.

- 1. Efficiency roports will be submitted on military officers on duty with Central Intelligence Agency in accordance with the applicable regulations of the appropriate military service in each case where the
- 2. Those cases where the immediate and/or next immediate superior of the officer concerned are not commissioned officers of the National Military Establishment will be handled as indicated below:
 - a. The Director will prepare and sign as rating officer efficiency reports on Assistant Directors who are members of the Armed Services.
 - b. The senior officer of the military service concerned on duty with a CIA Office or Staff Section will prepare and sign as rating officer efficiency reports on junior officers of his service assigned to the same Office or Staff Section, obtaining the necessary basis for such reports from the immediate superior of the officer reported on and the Assistant Director or Staff Chief.
 - c. If no senior officer of the same service as the officer reported on is assigned to the Office or Staff Section concerned, by the senior officer of the armed services assigned as rating officer, or Staff Section, obtaining the necessary basis in the manner indicated in "b" above.
 - d. If no senior efficer of the Armed Services is available and eligible, efficiency reports will be prepared and signed as rating efficer, by the CIA Executive, obtaining the necessary basis in the manner indicated in "b" above.
- e. Efficiency reports prepared as indicated in "b" and "c" above will be forwarded through the Executive, who will take action and sign as reviewing officer. However, he may refer any such report to the Director for action as reviewing officer if deemed desirable.

- f. Efficiency reports propared and signed by the Executive will be forwarded through the Director who will take action and sign as reviewing officer.
- 3. The Commanding Officer of the CIA Military Detachment is charged with responsibility for maintaining appropriate records to insure that officiency reports are prepared and submitted at the proper times and in accordance with appropriate regulations. His office will be the channe? of submission of efficiency reports to the appropriate service of the National Military Establishment.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Captain, USN

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CENTRAL INTELLIGENCE AGENCY Washington, D. C.

ADMINISTRATIVE INSTRUCTION NO.

25 May 1949

STATINTL

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 - a. The senior officer of the military service concerned on duty with a CIA Office or Staff Section will prepare efficiency reports on junior officers of his service assigned to the same Office or Staff Section, obtaining the necessary basis for such reports from the immediate superior of the officer reported on and the Assistant Director or Staff Chief.
 - b. If no senior officer of the same service as the officer report on is assigned to the Office or Staff Section concerned, efficiency reports will be prepared by the senior officer of the National Military Establishment assigned to such Office or Staff Section, obtaining the necessary basis in the manner indicated in "G" above.
 - c. If no senior officer of the National Military Establishment is available and eligible, efficiency reports will be prepared by the CIA Executive or the Director.
- 3. The Commanding Officer of the CIA Military Detachment is charged with responsibility for maintaining appropriate records to insure that efficiency reports are prepared and submitted at the proper times and in accordance with appropriate regulations. His office will be the channel of submission of efficiency reports to the appropriate service of the Nation Military Establishment.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Captain, USN Executive

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CENTRAL INTELLIGENCE AGENCY
Weshington, D. C.

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ADMINISTRATIVE INSTRUCTION NO.

1 July 1949

STATINTL

SUBJECT: Efficiency Reports on Military Officers.

RESCISSION: Administrative Instruction dated 25 May 1949, subject: Efficiency Reports on Military Officers.

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 - a. The Director will prepare and sign as rating officer efficiency reports on Assistant Directors who are members of the Armed Services.
 - b. The senior officer of the military service concerned on duty with a CIA Office or Staff Section will prepare and sign as rating officer efficiency reports on junior officers of his service assigned to the same Office or Staff Section, obtaining the necessary basis for such reports from the immediate superior of the officer reported on and the Assistant Director or Staff Chief.
 - c. If no sonior officer of the same service as the officer reported on is assigned to the Office or Staff Section concerned; efficiency reports will be prepared and signed as rating officer, by the senior officer of the armod services assigned to such Office or Staff Section, obtaining the necessary basis in the manner indicated in "b" above.
 - d. If no senior officer of the Armed Services is available and eligible, efficiency reports will be prepared and signed as rating officer, by the CIA Executive, obtaining the necessary basis in the manner indicated in "b" above.
- e. Efficiency reports prepared as indicated in "b" and "c" above will be forwarded through the Executive, who will take action and sign as reviewing officer. However, he may refer any such report to the Director for action as reviewing officer if deemed desirable.

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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CENTRAL INTELLIGENCE AGENCY Washington, D. C.

ADMINISTRATIVE INSTRUCTION NO.

27 Scptember 1950

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SUBJECT:

Efficiency Reports on Military Officers.

RESCISSION: Administrative Instruction

dated 1 July 1949.

1. Efficiency reports will be submitted on military officers on duty with Central Intelligence Agency in accordance with the policy established by the Personnel Policy Board, Office of the Secretary of Defense, on 9 August 1950.

- 2. The immediate supervisor of a military officer will accomplish efficiency reports at such times as may be required by the parent service of the officer concerned.
- 3. The following governs the type of efficiency reports to be submitted by the immediate supervisor:
 - a. Where the immediate supervisor of such officer is a military officer of the same service, the evaluation will be accomplished on the form of, and in the manner prescribed by, the service of the rated officer.
 - b. Where there is no immediate military supervisor of the same service, the immediate civilian supervisor or the military supervisor of another service will evaluate the rated officer's manner of performance of his assigned duties in letter form. Such report will be attached to the regular service evaluation report which will have the administrative information portion completed.
 - c. Where indorsements normally are required by a parent service, they will be accomplished by the supervisor of the rater.
 - d. When an evaluation, whether by a military or civilian supervisor, contains an adverse statement, the procedure to be followed should be in full conformance with the existing regulations of the parent service of the evaluated officer.
- 4. In the preparation of letter type reports, the rating officer will include any information which will furnish a fair and complete picture of the officer being reported on. In addition, the following should be included, where applicable:

..] -

- a. Degree to which the officer reported on exercises judgment in economical management of personnel and resources under his supervision, commensurate with his responsibilities.
- b. Degree of acceptance of responsibility toward the control, supervision, direction, and instruction of subordinates, and the degree to which he exacts conformance to standards of conduct and discipline expected of an officer of his service.
- c. Compliance with officers' code of conduct with respect to such factors as financial responsibility, trustworthiness, moral character, or any other factor where the officer being reported on has failed to live up to the standard.
- d. Outstanding characteristics which would be useful for future assignment purposes and would affect the performance of duty as an officer in such capacities as attache, staff duty, liaison duty, etc.
- e. Growth potential officer's caracity to assume more important positions, greater responsibilities, efforts toward self-improvement, or any other factor pertinent to a true evaluation of the officer's development potential.
- 5. The Commanding Officer of the CIA Military Detachment is charged with responsibility for maintaining appropriate records to insure that efficiency reports are prepared and submitted at the proper times and in accordance with appropriate regulations. His office will be the channel of submission of efficiency reports to the appropriate service of the Department of Defense.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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1. Efficiency reports will be submitted on military officers on duty with Central Intelligence Agency in accordance with the policy established by the Porsonnel Policy Board, Office of the Secretary of Defense on 9 August 1950.

- 2.17. The immediate supervisor of a military officer will accomplish officiency reports at such times as may be required by the parent service of the officer concerned.
- III. The following governs the type of efficiency reports to be submitted by the immediate supervisor:
 - A. Where the immediate supervisor of such officer is a military officer of the same service, the evaluation will be accomplished on the form of, and in the manner prescribed by, the service of the rated officer.
 - B. Where there is no immediate military supervisor of the same service, the immediate civilian supervisor or the military supervisor of another service will evaluate the rated officer's manner of performance of his assigned duties in letter form. Such report will be attached to the regular service evaluation report which will have the administrative information portion completed.
 - C. Where indorsements normally are required by a parent service, they will be accomplished by the supervisor of the rater.
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A. Degree to which the officer reported on exercises judgment in economical management of personnel and resources under his supervision, commensurate with his responsibilities.

- B. Degree of acceptance of responsibility toward the control, supervision, direction, and instruction of subordinates and the degree to which he exacts conformance to standards of conduct and discipline expected of an officer of his service.
- C. Compliance with officers' code of conduct with respect to such factors as financial responsibility, trustworthiness, moral character, or any other factor where the officer being reported on has failed to live up to the standard.
- D. Outstanding characteristics which would be useful for future assignment purposes and would affect the performance of duty as an officer in such capacities as attache, staff duty, liaison duty, etc.
- E. Growth potential officer's capacity to assume more important potentions, greater responsibilities, efforts toward self-improvement, or any other factor partinent to a true evaluation of the officer's development potential.
- The Commanding Officer of the CIA Military Detachment is charged with responsibility for maintaining appropriate records to insure that efficiency reports are propared and submitted at the proper times and in first duty.

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of submission of efficiency reports to the appropriate service of the

Department of Detense

(National Military Bateblishment)

Oft (011 Klear, www) Class July 49

NO.

SUBJECT: Efficiency Reports on Miltary Officers

1. Efficiency reports will be submitted on military officers on duty with Central Intelligence Agency in accordance with the applicable regulations of the appropriate military service in each case where the assignment status permits.

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- a. The Director will prepare and sign as rating officer efficiency reports on Assistant Directors who are members of the parmed Services.
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- c. If no senior officer of the same service as the officer reported on is assigned to the Office or Staff Section concerned, efficiency reports will be prepared and signed as rating officer, by the senior officer of the armed services assigned to such Office or Staff Section, obtaining the necessary basis in the manner indicated in "b" above.
- d. If no senior officer of the armed services is available and eligible, efficiency reports will be prepared and signed as rating officer,

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Approved For Release 2001/08/02: CIA-RDP81-00728R000100010032-8

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

Captain, USN Executive

DISTRIBUTION: A.